



GENERAL INFORMATION OTTAWA 2020

SHOW LOCATION & HOURS

Show Date: Tuesday, September 22nd, 2020

Ottawa Conference & Event Centre

200 Coventry Road, Ottawa ON K1K 4S3

Tel: 1-613-288-3450

www.ottawaconferenceandeventcentre.com

Exhibits in Room 118 CDE

OTTAWA Move-In: Tuesday, September 22, 2020

5:30 am – 7:30 am

OTTAWA Show Day: Tuesday, September 22, 2020

Exhibit Floor Hours: 7:30 am – 4:30 pm

Seminar Program Hours: 8:00 am – 3:45 pm

Registration Hours: 7:30 am – 3:00 pm

Reception: 3:45 pm – 4:30 pm

Move-out: 4:30 pm – 6:00 pm

Each exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs and ONE (1) 1500-watt duplex outlet.

NOTE: PAYMENTS & INVOICES

All outstanding accounts must be settled prior to the event start dates. If you require your invoice to be sent again, please contact Richard Jirka at 289-789-2249.

Exhibitors should not begin dismantling displays until AFTER official close of show.

Exhibitors are expected to have an attendant at their booths *at all times* during the Conference.

ENTRY TO THE SHOW

For security reasons, all exhibitors and attendees will be required to wear badges in a prominent location when entering the show floor. Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.



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[EXHIBITOR BADGES](#)

To avoid having to line up to register, you can pre-register at our [Exhibitor Resource Centre](#). If you pass this link to your booth staff so they can register themselves be sure to also give them the access code that you created the first time you accessed the Exhibitor Resource Centre. Alternatively, you can register for them. All you require is their first and last name and their email address. Once registered, booth staff can pick up their badges at the Registration Counter during move-in or during the show or it may be delivered directly to your booth. Check at registration. Each exhibiting company can have up to three (3) exhibitor badges.

[BOOTH SPACE](#)

iTech Ottawa is a tabletop exhibit space meaning you will receive a 6' table as your exhibit space and no 10x10 booths are allowed. EACH exhibitor will receive ONE (1) 6 ft skirted table, TWO (2) chairs, one WiFi connection and ONE (1) 1500 watt outlet. If you require more than one outlet, contact Jennifer at jhiett@macgregorcom.com to order one. You will be responsible for the additional charges for the extra outlet(s). We do not have a formal floorplan. You will be assigned a booth when you arrive.

[WORKSHOP ATTENDEE LIST](#)

The iTech *Lead Concierge Service* is provided in Ottawa. Show management will scan attendees as they enter your session and immediately send them an email, thanking them for attending. The attendee will then have a chance to reach out to the sponsor through a contact person or link included in the email. At the end of the event, the sponsor will receive a complete list of those who attended their session. You will be contacted approximately 2 weeks prior to the show to determine what you would like your "thank you message" to include.

[LEAD RETRIEVAL](#)

Our ***Lead Retrieval App*** is available for purchase to be used on your own cell phone. Given the privacy laws in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using the app to capture all attendees who visit your booth.** Show Management will email those attendees who have opted to release their registration information after each show. This list will be emailed to the contact listed on the iTech exhibitor contract. For information on our lead retrieval system, please visit <http://www.myshowlead.com/>



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To order lead retrieval please visit <https://admin.unityeventsolutions.com/lr/ps?e=ITECHOTT2020> or order through our Exhibitor Resource Centre. Please note that you are responsible for this additional cost. If you have any questions, please contact 289-789-2209 (1-800-416-6805 ext 2209) or email support@unityeventsolutions.com

FOOD & BEVERAGE

The Ottawa Conference & Event Centre is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your session require authorization from the venue.

INSURANCE

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed when the tabletop is not manned.

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards. If you are not covered by your office insurance, we suggest using Exhibitorinsurance.com. Exhibitorinsurance.com is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit <https://www.exhibitorinsurance.com/pub/srch/?e=ITECHO2020>

SHIPPING

If you are planning to ship items directly to the venue please note to your carrier that all shipments must not arrive prior to **Monday, September 21st, 2020**. The venue will not accept any goods before this scheduled date. Storage space is not available, nor is the venue to be held responsible for goods shipped in advance. Show Management will not be responsible for lost shipments. If you are shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at or bring them with you to the show.

Please label all shipments accordingly. A shipping label is attached below for your convenience.



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CUSTOMS SERVICES

Academy Customs & Traffic Inc in Partnership with Beyond Borders Logistics & Consulting Inc has been appointed the Official Customs Broker.

If you are an international exhibitor and are shipping internationally and or require customs clearance, you will need to contact Beyond Borders Logistics & Consulting Inc regarding your shipment in and out of Canada. You are free to use your own customs broker for your cross-border needs.

Rob Parr – Operation Manager Tel: 416-771-4065 Email: ops@Beyond-bordersLC.com

Please contact them with any customs requirements you may have.

SHOW PRODUCER

Macgregor Communications. 110 Cochrane Dr, Unit 1, Markham, Ontario L3R 9S1

Toll-Free: 888 443-6786

Richard Jirka
Vice President
289-789-2249
rjirka@macgregorcom.com

Christine Palamoudian-Deschatelets
Event Director
289-789-2217
cpalamoudian@macgregorcom.com

Jennifer Hiatt
Operations Coordinator
289-789-2253
jhiatt@macgregorcom.com

Registration & Customer Service
1-888-443-6786
registration@itechconference.ca



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EXHIBITOR SHIPMENT LABEL

OTTAWA CONFERENCE & EVENT CENTRE

200 Coventry Road,
Ottawa ON K1K 4S3
ROOM 118 CDE

Venue Contact: Pamela DiNardo
Tel: 613-288-3455

SPONSOR NAME: _____

SPONSOR ONSITE PHONE #: _____

EVENT DATE: Tuesday, September 22, 2020
FOR: iTech 2020
ATTN: Jennifer Hiatt
CONTACT NUMBER: 289-789-2253 / 416-275-2327

BOX _____ **OF** _____

**SHIPMENTS CANNOT BE DELIVERED
BEFORE MONDAY, SEPT 21, 2020**